

**Amendments  
To the Charter of the NATIONAL CAPITAL  
INVENTORY & MONITORING NETWORK**

**Amendment 1.**

This amendment recognizes that the Appalachian National Scenic Trail has become a part of the National Capital Network Inventory and Monitoring Network Board of Directors.

Passed by Board of Directors: 9/15/02

**Amendment 2.**

This amendment recognizes a change in the name of the National Capital Network identified in the Introduction - second paragraph of the Charter. The name of the network is now formally recognized as the National Capital Region Network.

Passed by Board of Directors: 3/18/03

**Amendment 3.**

This amendment recognizes that new due dates have been established for the completion of the National Capital Region Network Monitoring Plan. The Draft Phase 2 Report will be due to WASO on 10/31/03. The Draft Phase 3 Report will be due to WASO on 12/15/04. The final Monitoring Plan will be due 10/1/05. The content of the phases are described in the Memo and its attachment to Regional Directors dated 2 May 2002 from Abigail Miller, Associate Director, Natural Resource Stewardship and Science /s/ Abigail Miller.

Passed by Board of Directors: 3/18/03

**Amendment 4.**

This amendment designates a Point of Contact for the National Capital Region Network Databases as follows:

**I. NCRN Point of Contact Justification**

The National Park Species database ("NPSpecies") is one of a suite of Service-wide databases developed by the Inventory and Monitoring Program. NPSpecies is designed to document the occurrence of vertebrate and vascular plant species in national park units, and to substantiate these occurrence records by scientifically credible, high-quality references, vouchers, and observations. The master version of NPSpecies is a password-protected, web-based system; this is accompanied by a PC-based version that can be run from an individual computer using Microsoft Access.

The National Park Service, Service-wide Inventory and Monitoring Program has requested that parks designate Points of Contact (POC) for managing NPSpecies data for each park. This agreement establishes the NCRN Data Manager as the POC for all 11 park units within the National Capital Region Network. As of early 2003 network staff are continuing to populate the database and verify information. By the end of FY 2005 it is anticipated that a good first iteration of vascular plant and vertebrate species lists will be completed for most network parks. At this point the lists can reviewed and certified.

**II. NCRN NPSpecies Point of Contact Responsibilities**

Following is a description of NPSpecies Point of Contact responsibilities.

- 1. Manage web-based NPSpecies access.* The POC will acquire login and password codes for all network park staff needing access to NPSpecies via the Internet, and will ensure that the appropriate level of database permissions and control are granted (e.g., read only, read-edit, or read-edit-delete access). The POC will cancel permissions in the event staff employment, duty station, or responsibilities change.
- 2. Provide orientation, training, and technical support to park staff on NPSpecies use.* The POC will instruct NPSpecies users on the overall structure and function of NPSpecies (both web-based and local versions), provide explanations and documentation on its use; and assist with questions users may have on how to query or manipulate NPSpecies data.
- 3. Convert legacy data sets into formats compatible with NPSpecies.* The POC will work with park staff to locate data sets containing NPSpecies-related information, and to merge any appropriate portions of these data sets into NPSpecies.
- 4. Ensure that voucher data obtained by WASO from national data mining efforts is accurately converted to NPSpecies and reviewed.* As WASO staff obtains park-specific data from national and regional museums and herbaria, the POC will ensure that these data are accurately converted to NPSpecies and that these data are made available for review by park-based staff.
- 5. Ensure any new NPSpecies-related data collected from I&M or park projects are incorporated into NPSpecies.* The POC will work with I&M cooperators and park resource management staff to ensure

that NPSpecies is properly updated to reflect any new data collected in the course of park research or management projects.

6. *Ensure that sensitive data are designated as such, and that access to these data are restricted to the appropriate level.* The POC will request that park resource management staff identify those species that may be vulnerable to disturbance if information from NPSpecies on their location or status is made available outside the park unit, or outside the National Park Service. The POC will ensure that these sensitive records are appropriately coded in NPSpecies and that distribution of the data is limited appropriately.

7. *Ensure that species lists are reviewed by appropriate individuals and certified.* The completeness and accuracy of species-list data in NPSpecies will be assessed by qualified reviewers (park staff or other) on a regular basis (DO #11B: Ensuring Quality of Information Disseminated by the National Park Service). The POC will be responsible for ensuring this review and certification process is undertaken and completed.

8. *Ensure that new species vouchers destined for entry into ANCS+ are also entered into NPSpecies.* Data associated with species vouchers are now compatible between ANCS+ and NPSpecies. The POC will coordinate with parks so that, to the extent possible, voucher data are entered directly into NPSpecies then exported electronically to ANCS+, thus avoiding duplication of data entry.

9. *Ensure that species nomenclature used for park species lists is referenced and accepted by leading authorities, and, to the extent possible, is compatible among network parks.*

10. *Ensure that all sources of NPSpecies records are documented, and that additions, changes or deletions to records are substantiated and performed with the concurrence of park staff.*

Successful NPSpecies development and administration depends on ongoing coordination and good communication between the POC and park staff. A close working relationship between the POC and park resource management and curatorial staff will be emphasized at all times.

### III. NPSpecies Point of Contact Designation

By this agreement, the National Capital Region Network, Inventory and Monitoring Program Data Manager is designated as the NPSpecies 'Point of Contact' (POC) on NPSpecies issues and management for each of the 12 park units within NCRN. As POC for each park the NCRN Data Manager will meet the responsibilities listed under Section II of this agreement. A centralized effort at the network level helps ensure high quality control standards and relieves park resource management staff from many of the ongoing tasks related to NPSpecies database management. Database work will be closely coordinated between the NCRN Data Manager and individual park staff and NPSpecies data will be readily accessible and available to park personnel. The NCRN Data Manager will serve in the POC role for each park until such time that park species list development and certification is complete. At this juncture individual parks will have the choice of taking over the role of POC or continuing with designation of the NCRN Data Manager as the park POC. It is anticipated that most parks within the network will want the NCRN Data Manager to continue as their POC over the long-term. However, some park units with sufficient natural resource staff and expertise may desire to take over the POC role and on-going data base maintenance and quality control once individual park species lists have been developed and certified. In this case a park may request that the POC designation be changed.

The NCRN Data Manager will keep track of POC designations for network parks if they change in the future.

Passed by Board of Directors: 3/18/03